

COUNTY MUSEUM

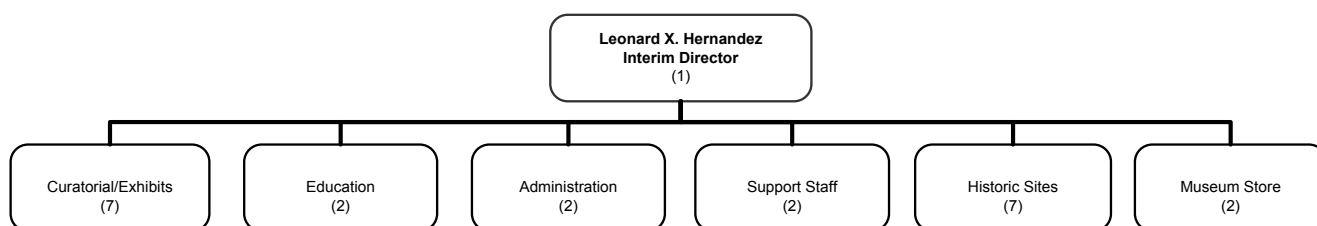
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DEPARTMENT MISSION STATEMENT

The San Bernardino County Museum maintains and develops unique cultural and natural science collections related to the region and the greater Southwest. Through responsible collection, preservation, exhibition, and education, the County Museum inspires the public to a deeper understanding of their cultural and natural history.



ORGANIZATIONAL CHART



2013-14 ACCOMPLISHMENTS

- Completed a Capital Improvement Project to remove the carpeting from the Mammal Hall in order to comply with the Museum's Pest Management policy. Replaced with epoxy based flooring, which will greatly reduce the ability for pests to damage the artifacts and exhibits.
- Repainted the patron areas of the Museum to refresh the look of these areas.
- Sandblasted, primed and repainted the Geodesic Dome to ensure protection of the metal structure. In addition, the decaying walkway around the dome was removed and replaced with a more durable material.
- Partnered with Veteran Affairs to create an exhibit called Aquaponics. This partnership will add a new element of education to share with visitors and patrons regarding the life cycle of fish within its ecosystem and how the waste is recycled into the vegetable garden.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: PROVIDE FOR THE HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS

- Objective(s):** • *To the maximum extent legally allowed, utilize County programs to move participants to self-sufficiency.*

Department Strategy: • *Museum Outreach - Great ShakeOut earthquake drills to educate people in homes, schools, and organizations to improve preparedness and practice how to be safe.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Number of entities participating in annual ShakeOut event at County Museum.	30	33	31	32

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

- Objective(s):** • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Open new exhibits and offer educational programming to promote repeat attendance and boost admission sales and interest in the Museum.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Number of general attendees visiting the Redlands Museum.	N/A	N/A	45,000	50,000

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER

- Objective(s):** • *Live within our means, fully funding the maintenance of infrastructure and facilities, the provision of state-of-the-art basic operating systems, liabilities, and reserves; while forming capital to strategically invest in the future.*

Department Strategy: • *Partner with the Museum Association to develop special events and programs that benefit the community and promote greater interest in the Museum.*
• *Develop partnerships with key regional corporations to secure funding and programmatic sponsorships.*
• *Secure funding from California Seismic Safety Commission for construction of Hall of Geological Wonders earthquake exhibition.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Estimate	2014-15 Target
Secure programmatic and special event funding support from Museum Association.	\$0	\$50,000	\$0	\$30,000



SUMMARY OF BUDGET UNITS

2014-15						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
County Museum	3,191,462	457,050	2,734,412	0	0	21
Total General Fund	3,191,462	457,050	2,734,412	0		21
Enterprise Fund						
Museum Store	69,131	55,000	0	0	(14,131)	2
Total Enterprise Fund	69,131	55,000	0	0	(14,131)	2
Total - All Funds	3,260,593	512,050	2,734,412	0	(14,131)	23

5-YEAR REQUIREMENTS TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
County Museum	3,117,899	3,450,743	3,608,929	3,138,460	3,191,462
Museum Store	71,214	68,355	79,407	67,174	69,131
Total	3,189,113	3,519,098	3,688,336	3,205,634	3,260,593

5-YEAR SOURCES TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
County Museum	1,615,981	1,590,195	1,740,766	975,006	457,050
Museum Store	70,366	67,000	60,000	55,000	55,000
Total	1,686,347	1,657,195	1,800,766	1,030,006	512,050

5-YEAR NET COUNTY COST TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
County Museum	1,501,918	1,860,548	1,868,163	2,163,454	2,734,412
Total	1,501,918	1,860,548	1,868,163	2,163,454	2,734,412

5-YEAR NET BUDGET TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Museum Store	(848)	(1,355)	(19,407)	(12,174)	(14,131)
Total	(848)	(1,355)	(19,407)	(12,174)	(14,131)

Note: Beginning in fiscal year 2012-13, Capital expenditures have been included and Depreciation has been excluded in appropriation in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



County Museum

DESCRIPTION OF MAJOR SERVICES

The County Museum ranks among the top accredited regional museums in California and provides enhanced “Quality of Life” for County and regional residents. It contains an encyclopedic collection of cultural and natural heritage in public trust from the greater Southwest region. The Museum is comprised of the following divisions: Education, Exhibitions, Anthropology, History/Archives and Geological Sciences. All divisions enhance public learning through educational services for families, general public, school groups, educators, and scholars at the main Museum facility, historic sites and Victor Valley Museum. The County Museum specifically enriches “Quality of Life” to County residents through cultural and natural science educational programs and activities for the public at its facility in Redlands, as well as the following seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (John Rains House) in Rancho Cucamonga, Daggett Stone Hotel in Barstow, Asistencia Outpost of the Mission San Gabriel in Redlands, Yorba-Slaughter Families Adobe in Chino, Yucaipa Adobe in Yucaipa and the Victor Valley Museum in Apple Valley. These programs and activities involve the preservation of cultural and natural heritage collections, display of permanent and special exhibitions, and care and preservation of historical sites depicting the history and culture of San Bernardino County and the greater southwest region. The County Museum has been accredited by the American Association of Museums since February 23, 1973. In 2002, the Museum received its reaccreditation that will continue through 2017.

In 2014-15, the County Museum will be working with a consultant to review the operations, collections, and readiness for accreditation. This process will enhance the Museum’s ability to leverage its institutional value while identifying sustainable ways to advance in achieving the County Vision. Museum staff will also be working as a team to continue presenting educational programs, highlight the Museum’s collections, and refine the services it offers to be as competitive as possible in the area of grants and funding opportunities. Part of this process will include reviewing the Hall of Geological Wonders to determine a phased approach of opening aspects of the exhibits and thereby enhancing the Museum experience and attendance.

For 2014-15, an increase of \$570,958 in Net County Cost is necessary to sustain Museum operation at a minimal level with bridge funding while the consultant review is conducted. Included in Net County Cost is \$125,000 as a one-time amount for the transition of the Victor Valley Museum.

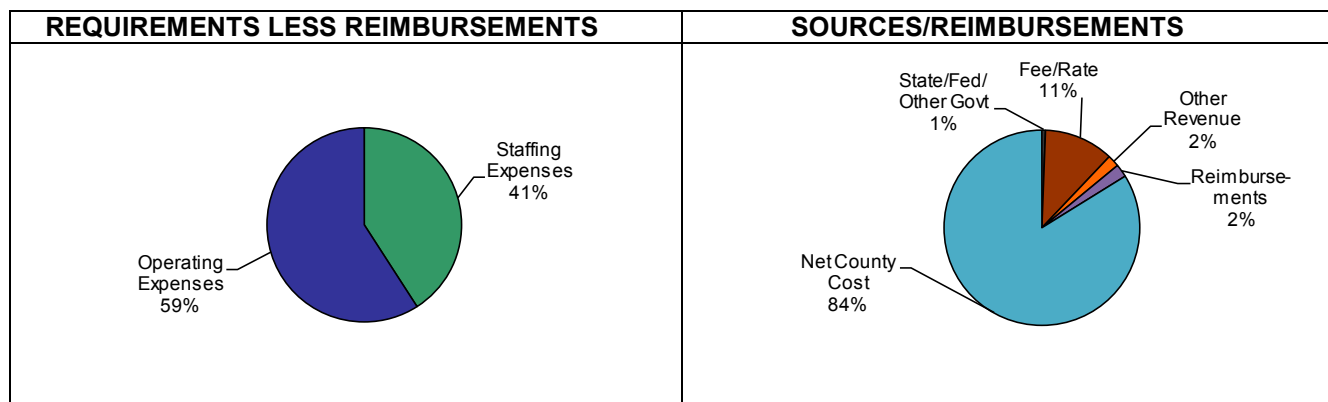
Budget at a Glance

Requirements Less Reimbursements*	\$3,261,462
Sources/Reimbursements	\$527,050
Net County Cost	\$2,734,412
Total Staff	21
Funded by Net County Cost	84%

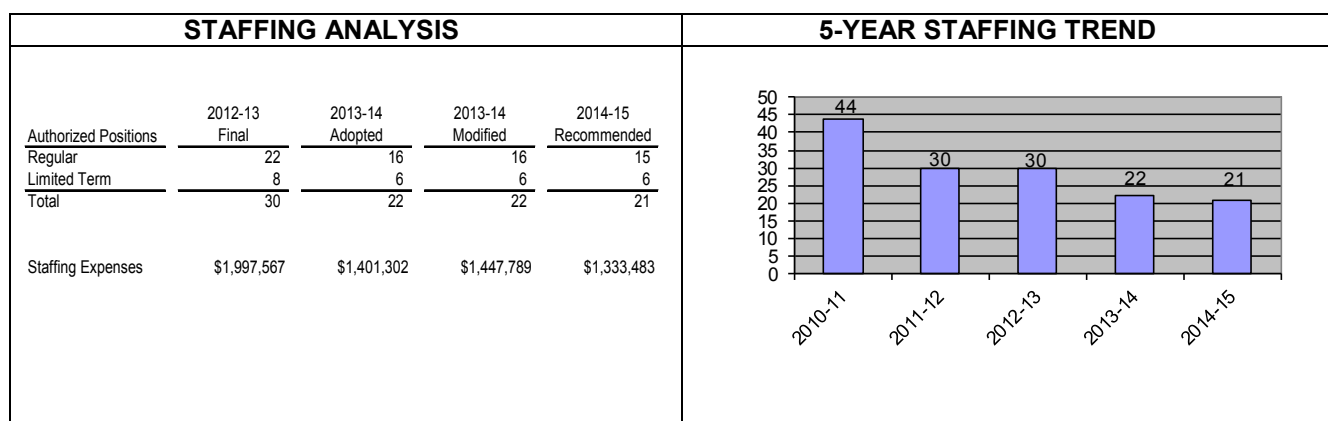
*Includes Contingencies



2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: County Museum
FUND: General

BUDGET UNIT: AAA CCM
FUNCTION: Community & Cultural Services
ACTIVITY: Cultural

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	2,312,848	1,829,324	1,682,722	1,449,621	1,447,789	1,333,483	(114,306)
Operating Expenses	955,311	1,688,820	1,535,055	1,639,861	1,756,671	1,927,979	171,308
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	3,268,159	3,518,144	3,217,777	3,089,482	3,204,460	3,261,462	57,002
Reimbursements	(150,261)	(69,675)	(136,000)	(66,000)	(66,000)	(70,000)	(4,000)
Total Appropriation	3,117,898	3,448,469	3,081,777	3,023,482	3,138,460	3,191,462	53,002
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,117,898	3,448,469	3,081,777	3,023,482	3,138,460	3,191,462	53,002
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	822,589	86,137	27,604	15,000	4,250	19,250	15,000
Fee/Rate	413,179	744,603	804,497	403,360	830,696	374,000	(456,696)
Other Revenue	380,188	759,078	(151,424)	69,900	140,060	63,800	(76,260)
Total Revenue	1,615,956	1,589,818	680,677	488,260	975,006	457,050	(517,956)
Operating Transfers In	0	0	138,000	0	0	0	0
Total Financing Sources	1,615,956	1,589,818	818,677	488,260	975,006	457,050	(517,956)
Net County Cost	1,501,942	1,858,651	2,263,100	2,535,222	2,163,454	2,734,412	570,958
Budgeted Staffing					22	21	(1)

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses of \$1.3 million fund 15 regular budgeted positions and 6 limited term budgeted positions that provide program services and oversight for the main Museum facility in Redlands and seven historic sites throughout the County. Operating expenses of \$1.9 million primarily includes services and supplies expenses of \$377,347 for educational programming, exhibits, insurance, advertising, security services, general operating expenses; transition costs of \$125,000 for the Victor Valley Museum; COWCAP charges of \$784,979; central services charges of \$474,536 for Facilities Management and Information Services Department charges; and transfers of \$131,917 primarily related to the Museum's off-site storage. Reimbursements of \$70,000 are from the Apple Valley Airport operating budget for phase I and II of a new interpretive exhibit. Sources of \$457,050 are primarily derived from admission fees, education service revenue, facility rental fees, and Archeological Information Center fees.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$53,002 due to a decrease in staffing expenses of \$114,306 primarily due to the deletion of 1 position, which will have a minimal impact on daily operations. Operating expenses are increasing by \$171,308 primarily due to increased COWCAP and internal County charges. Sources are decreasing by \$517,956 primarily due to state and federal contracts ending with no replacement contracts currently approved, and by scaling back fee and program revenue projections to a conservative level. Net County Cost of \$2.7 million has been increased by \$570,958 to sustain Museum operations at a minimal level while a more comprehensive study is conducted with respect to reorganizing and developing innovative solutions for the Museum's financial challenges. Of this amount, \$125,000 is a one-time increase for the transition of the Victor Valley Museum.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.3 million fund 21 budgeted positions, of which 15 are regular positions and 6 are limited term positions. Staffing changes are comprised of the deletion of 1 Museum Excavation Technician (vacant) position.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	3	0	3	2	1	0	3
Curatorial/Exhibits	7	0	7	6	1	0	7
Education	2	0	2	2	0	0	2
Support Staff	2	0	2	2	0	0	2
Historic Sites & Victor Valley	1	6	7	7	0	0	7
Total	15	6	21	19	2	0	21

Administration	Curatorial/Exhibits	Education
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director	1 Senior Curator	1 Museum Educator
1 Accounting Technician	4 Museum Curator	1 General Service Worker II
1 Fiscal Assistant	1 Associate Curator	2 Total
3 Total	1 Museum Preparator	
	7 Total	
Support Staff	Historic Sites/VVM	
<u>Classification</u>	<u>Classification</u>	
1 General Maintenance Worker	6 Contract Site Managers	
1 Media Specialist	1 Secretary I	
2 Total	7 Total	



Museum Store

DESCRIPTION OF MAJOR SERVICES

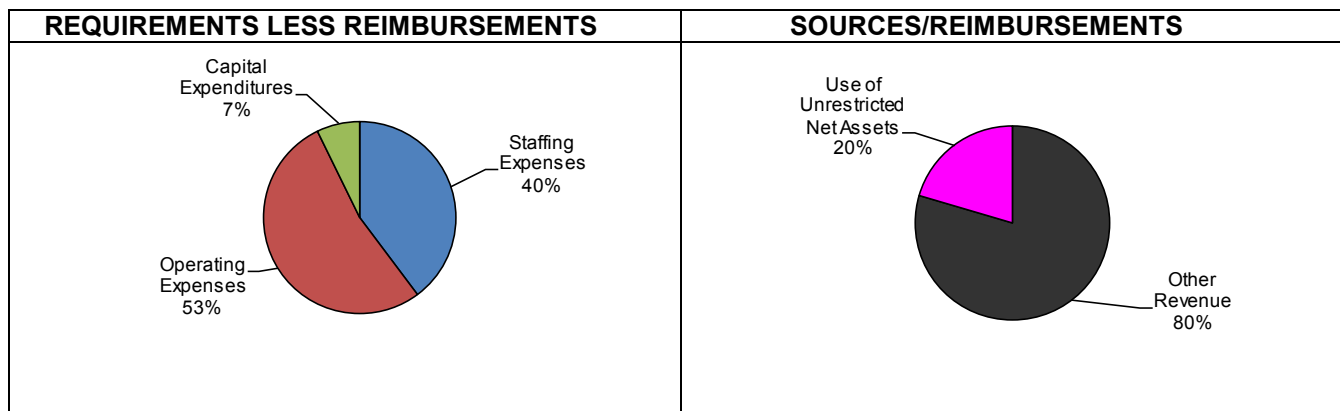
The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The store is considered a critical part of the K-12 visitor experience and provides many museum related items for sale including books and publications, educational toys, thematic novelty items related to exhibitions, jewelry, minerals, and souvenirs. The Museum Store provides important information to patrons regarding current exhibitions in the Museum, and enhances lifelong learning for families and adult audiences.

Budget at a Glance

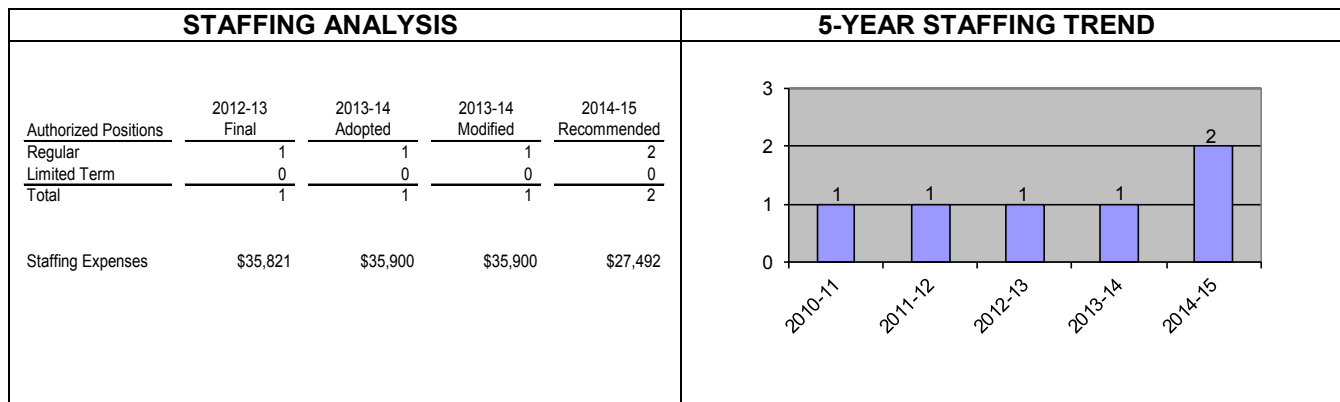
Requirements Less Reimbursements*	\$69,131
Sources/Reimbursements	\$55,000
Net Budget	(\$14,131)
Estimated Unrestricted Net Assets	\$86,350
Use of Unrestricted Net Assets	\$14,131
Total Staff	2
*Includes Contingencies	

The Museum store continues to develop its operations and product offerings to ensure sales correspond with new exhibits, services, and new programs. Alternative store products will continue to be introduced and evaluated to maintain a positive cash balance.

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Museum Store
FUND: Enterprise

BUDGET UNIT: EMM CCR
FUNCTION: Community & Cultural
ACTIVITY: Cultural

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	35,923	33,537	12,247	0	35,900	27,492	(8,408)
Operating Expenses	21,788	127	39,836	24,019	31,274	36,639	5,365
Capital Expenditures	0	0	0	0	0	5,000	5,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	57,711	33,664	52,083	24,019	67,174	69,131	1,957
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	57,711	33,664	52,083	24,019	67,174	69,131	1,957
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	57,711	33,664	52,083	24,019	67,174	69,131	1,957
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	70,366	66,566	43,523	62,308	55,000	55,000	0
Total Revenue	70,366	66,566	43,523	62,308	55,000	55,000	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	70,366	66,566	43,523	62,308	55,000	55,000	0
Net Budget*	12,655	32,902	(8,560)	38,289	(12,174)	(14,131)	(1,957)
				Budgeted Staffing	1	2	1

*Net Budget reflects Total Sources less Total Requirements for Internal Service and Enterprise funds. When Net Budget is negative, it means that the department will be using assets that have been carried over from the prior year.

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses of \$27,492 fund two part-time positions that operate the Museum Store. Operating expenses of \$36,639 are specific to purchases for resale (inventory), and include \$5,000 for point-of-sale system (POS) software purchases. Equipment costs of \$5,000 are included to purchase hardware in connection with the outdated POS. Sources of \$55,000 are generated from novelty items/souvenirs product sales, books and publications.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$1,957 due to an increase in operating expenses and capital expenses for a new point-of-sale system, offset by decreased staffing costs as the result of funding two part-time positions instead of one full-time position.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$27,492 fund 2 budgeted part-time regular positions. The Museum has converted the 1 full-time General Services Worker II position into 2 part-time positions. This will allow for greater coverage at the Museum Store to ensure that it is open during the peak hours each day the Museum is open.



2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Museum Store	2	0	2	0	1	1	2
Total	2	0	2	0	1	1	2

Museum Store

Classification

2 General Services Worker II
2 Total

